

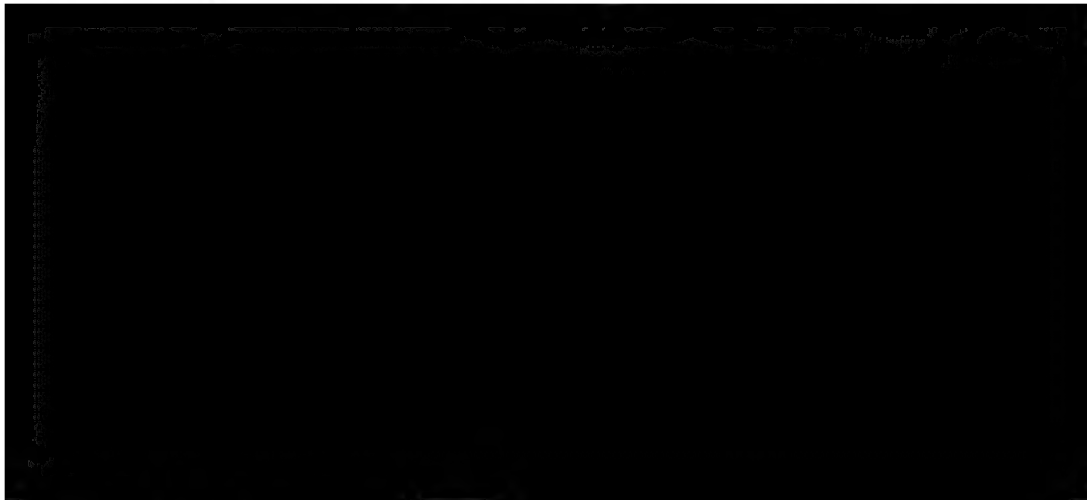
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OTR PERSONNEL TO

1. Ceiling: On Duty _____ In Process _____



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FULL-TIME OTR COURSES

1. Total number of students _____
2. Total Number of man-weeks _____
3. Total number of man-hours _____
 - a. DD/P _____
 - b. DD/I _____
 - c. DD/A _____
 - d. Training _____
 - e. Commo _____
 - f. CIT _____

~~JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 3 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S ~~SECRET~~ RET. JUST. ~~2~~
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PART-TIME OTR COURSES

1. Total number of students _____
 - a. DD/P _____
 - b. DD/I _____
 - c. DD/A _____
 - d. Commo _____
 - e. Training _____
 - f. CIT and COT _____
 - ? g. CRT _____
 - h. Reading Improvement _____
 - i. Language _____
 - j. Research Techniques _____

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PART-TIME OTR COURSES (CONT'D.)

- (1). Indoctrination Course (3 hrs.) _____
- (2). Quarterly Orientation (12 hrs.) _____
- (3). Human Resources Program ($4\frac{1}{2}$ hrs.) _____
- (4). Language Self-Study _____

EXTERNAL FULL-TIME TRAINING

1. Total number of students _____
 - a. Defense Schools (plus OCS) _____
 - b. Area & Language (plus USSR Conference) _____
 - c. Management _____
 - d. Miscellaneous _____

EXTERNAL PART-TIME TRAINING

1. Total number of students _____
 - a. DD/I _____
 - b. DD/P _____
 - c. DD/A _____
 - d. Commo _____
 - e. Training _____
 - f. International Business Machines _____
 - g. Miscellaneous _____

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SUMMARY

1. Total enrollment for all courses _____ Calendar year _____

Breakdown of Enrollment Administrative & Orientation Training

- (1) Agency Indoctrination _____
- (2) Agency Orientation _____
- (3) Clerical Orientation, Clerical Induction, Clerical Refresher _____

Total Enrollment : _____ Administrative & Orientation

Breakdown of Total Substantive Training Enrollment

- (1) DD/P _____
- (2) DD/I _____
- (3) { DD/A _____
- (4) { Training _____
- (5) { Commo _____

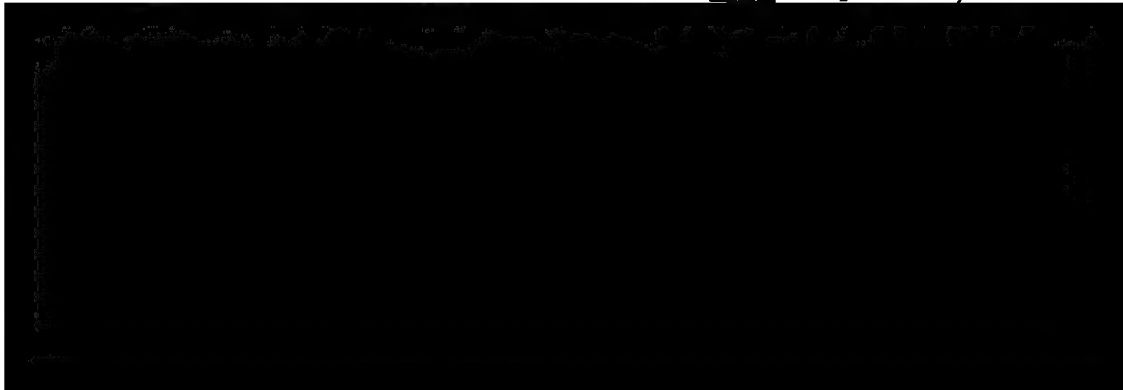
Total Enrollment: _____ Substantive

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As of _____ the Office of Training had a T/O of _____, a ceiling of _____ on duty and _____ in process. The personnel were distributed with _____ departmental (_____ in process) and



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During _____ a total of _____ students took _____ full-time courses in the four major fields of operational, administrative (including clerical and management), area ~~and~~ language, and orientation training, consuming a total of approximately _____ man-weeks or _____ man-hours. Of the students _____ came from the DD/P area, _____ from Training, _____ from DD/I, _____ from DD/A, and _____ from Communications. In addition, _____ individuals (new employees, mainly clerical, awaiting assignment) were given the two-week clerical induction training course as part of their entrance on duty processing and before assuming their initial assignment.

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Of the full-time courses, those with the largest number of students were Basic Intelligence Course--Clandestine Services (3 weeks) _____, Phase II (5 weeks) _____, Phase III (3 weeks) _____, Clerical Adm. Course (2 weeks) _____, Basic Intelligence Course--Intelligence (6 weeks) _____, Administrative Support (3 weeks) _____, Communist Party Operations (3 weeks) _____, Staff Indoctrination (one week) _____, and Political Warfare (3 weeks) _____.

A total of _____ took part-time Office of Training Courses. These individuals included _____ * clerical types from all Agency components taking a clerical orientation or clerical induction training, plus _____ enrollees from DD/P, _____ from DD/I, _____ from DD/A, _____ from Communications, and _____ from Training. In addition to the _____ * mentioned above, _____ took clerical refresher courses, _____ Reading Improvement Course of eight weeks, _____ language courses, and _____ a 10-week course in research techniques.

Some _____ Agency employees took full-time external training courses under the auspices of the Office of Training during _____. Of these,

_____ and _____ took management courses

and _____ miscellaneous courses.

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Part-time external training courses were attended by _____ Agency employees: _____ from the DD/I, _____ DD/P, _____ DD/A, _____ Communications, and _____ Training. With the exception of _____ who took the International Business Machines Course and _____ who took technical and other subjects, all of the part-time external training courses were in area and language.

Finally, Training gave the Indoctrination Course of three hours to _____ persons, _____ attended the Quarterly Orientation Course (12 hours), _____ took the 4½-hour Human Resources Program, and _____ engaged in self-study of languages.

In summation, OTR had a total enrollment in calendar _____ of _____ for all courses (this means a figure less than _____ for actual individuals receiving training, as many individuals took more than one course). There was a total attendance of _____ at the Agency Indoctrination Course (3 hours) and the Agency Orientation Course (12 hours), the clerical orientation or induction courses, and the clerical refresher training courses. In the areas of substantive training there was a total DD/P enrollment of _____, DD/I of _____, DD/A of _____, Training of _____, and Communications of _____. Twelve IAC personnel also attended BIC (I). Tab A shows a more detailed breakdown of attendance by courses and sponsoring units for calendar year _____.

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